

## MILPERSMAN 1306-954

### RECRUIT DIVISION COMMANDER (RDC) DUTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-4010D)	Phone:	DSN	882-3855
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<b>References</b>	(a) BUMEDINST 1300.2A
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1. **Background.** Recruit division commanders (RDC) are the single most important factor in preparing new enlisted personnel for a successful Navy career. Few billets are as demanding as those of training recruits.

a. In execution of these duties, personnel assigned to Recruit Training Command (NAVCRUITRACOM) must continually demonstrate superior leadership and motivational skills in demanding and often unique situations.

b. The tasks required are mentally, physically, and emotionally demanding and require proven self-discipline and imaginative problem-solving skills.

c. Above all, RDCs must be highly principled, possessing strong character and personal and professional integrity. They must be committed to reflecting the Navy's core values.

d. Duty as an RDC has many advantages, such as: special duty assignment pay (SDAP), leadership experience that is unmatched in any other billet, (historically) greater advancement opportunity, supplemental clothing allowance rate of \$220 per year, and no cost dry cleaning. The Recruit Training Service Ribbon will be awarded to those RDCs who successfully train 9 divisions.

e. Upon completion of a full 3 or more year tour as an RDC (NEC 9508), personnel will be guaranteed choice of

coast assignment. The member must submit coast selection via NAVPERS 1306/7 Enlisted Personnel Action Request, 12-15 months prior to projected rotation date (PRD).

f. Tour length will be a minimum of 36 months.

## 2. Requirements/Qualifications

a. Service members must be screened by a qualified medical representative per reference (a). Candidates must disclose the following information to medical personnel:

(1) List any known medical conditions (e.g., recent surgery, injuries, knee problems, back problems, etc.) which would preclude full participation in strenuous daily exercise with recruits and the physical readiness program.

(2) Mental health status. Personnel with any documented psychiatric care or anger management care will be considered unsuitable for RDC duty. Any history of emotional/mental instability (e.g., post-traumatic stress disorder or tendency for violent reaction to stress) must be fully documented and presented to Navy Personnel Command (NAVPERSCOM) and NAVCRUITRACOM for consideration and waiver.

b. Member must be screened by the command drug and alcohol program advisor. Member must not have a history of intemperate use of alcohol in the last 60 months. Personnel with any history of drug usage, possession, or trafficking while on active duty are not considered suitable for RDC duty.

c. Member must be screened by a family advocacy program (FAP) representative.

(1) Substantiated cases are disqualifying while families are in treatment, and for 2 years after treatment.

(2) Applicants with substantiated child sexual abuse cases are permanently disqualified for RDC duty.

(3) All FAP cases require review/comment of screening by their Commanding Officer (CO).

d. Member must be screened by the command equal opportunity (EO) representative. All substantiated cases of equal opportunity program violations which result in non-judicial punishment (NJP), marks of 2.0 in EO on evaluations, conviction at court-martial, or civilian criminal court are disqualifying.

(1) NJP does not constitute a "conviction".

(2) Conviction at a court-martial or in a civilian criminal court.

e. A screening board chaired by member's command master chief (CMC), and a minimum of three other board members must interview the nominee prior to the CO's interview.

(1) Upon completion of the CMC screening board, a NAVPERS 1070/613 Administrative Remarks entry must be completed.

Date: (Rate/Name) was interviewed this date per MILPERSMAN 1306-954 and found to be fully qualified for assignment to Recruit Division Commander Duty.

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Command Master Chief's Signature

(2) The following administrative remarks apply to all personnel assigned as RDCs and shall be briefed to all applicants by the CMC screening board:

(a) Member must be committed to and reflect the Navy's core values.

(b) Tobacco use is severely restricted at NAVCRUITRACOM.

(c) Pregnancy is not disqualifying; however, PRD will be lengthened to include limited duty and

convalescent leave associated with pregnancy and childbirth.

(d) Minimum 3-year RDC tour commences upon successful graduation from RDC "C" School.

(e) Member's family must be screened to ensure known medical conditions can be properly cared for.

(f) Exceptional family member (EFM) participation is not disqualifying. Candidates with dependents enrolled in EFM program should be closely screened and counseled concerning the availability of required services and the demanding nature of duty at NAVCRUITRACOM.

(g) Single parent members must be counseled on working hours, duty requirements, and **extended childcare requirements** (documented by a NAVPERS 1070/613 entry). Point of contact for this information is **RDC School LCPO (DSN 792-4994, COMM. (847) 688-4994) at NAVCRUITRACOM Great Lakes.**

(h) Personnel with 15 or more years of service will not be approved for transfer to the Fleet Reserve before completion of the minimum tour. High year tenure waivers for E6's with 17 years of service and E5's with 11 years will not be approved for RDC duty.

f. The CO will personally evaluate and certify that member has been screened.

(1) Upon completion of the CO's interview, a NAVPERS 1070/613 entry must be completed.

Date: (Rate/Name) was interviewed this date per MILPERSMAN 1306-954 and found to be fully qualified for assignment to Recruit Division Commander Duty.

Commanding Officer's Signature

**Note: By direction is not authorized and will not be accepted.**

(2) The following requirements must be evaluated:

(a) Performance evaluations: No mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 - E-6) in any trait and must reflect steady or improving trend for the past 36 months.

(b) No NJP, courts-martial, civilian criminal conviction, or significant involvement with civil authorities within the past 36 months.

(c) Must demonstrate strong traits in military bearing and leadership.

(d) E-5: Must have a minimum of 6 years active service with 2 years time-in-rate. E-6 must have a minimum of 6 years active service.

(e) Warfare qualification required (waivers granted on case-by-case basis).

(f) Required Armed Services Vocational Aptitude Battery minimum VE score of 50 (waivers granted on case-by-case basis).

(g) Physical Readiness: Member must have scored "good low" or higher on the most recent physical fitness assessment for his/her age group. Due to the nature of the assignment, the run portion of the Physical Readiness Test (PRT) may not be substituted with any other optional cardiovascular event. The RDC candidate must perform and pass the run portion of his/her most recent PRT for NAVCRUITRACOM, Officer Training Command and United States Naval Academy RDC assignments. Waiver of the run portion of the PRT is disqualifying.

(h) Tattoos: Individuals with excessive or vulgar (nudity/profanity) visible tattoos are not eligible.

Excessive is defined as tattoos that cover over two-thirds of an individual's exposed limbs. Visibility of tattoos must be inspected with the member in PTU's. Any waiver request must have tattoos photographed and submitted to NAVPERSCOM, Shores Special Programs Branch (PERS-4010) for approval.

(i) Permanent No-Shave Chits: Individuals who have been issued medical permanent no-shave chits are disqualified.

g. All candidates must be re-screened by the detaching command 30-45 days prior to detachment. If status has changed, detaching command must notify NAVPERSCOM, (PERS-4010) and NAVCRUITRACOM Great Lakes by message prior to execution of orders.

h. Waivers for the requirements contained in this article will be granted by NAVPERSCOM (PERS-4010), in consultation with CO, NAVCRUITRACOM prior to releasing orders.

i. Complete sections A, B, C, D1, and D5 of NAVPERS 1306/92 Special Program Screening Form, and Exhibit 1 of MILPERSMAN 1306-900. A copy of the completed screening package, including full length three-quarter view photo of the candidate in Khaki (E-7 and above) or service uniform (E-6 and below) and PRT results from last 3 cycles from Physical Readiness Information Management System must be emailed or faxed to NAVPERSCOM (PERS-4010).

j. Required obligated service (OBLISERV) for this program is 36 months. OBLISERV must be obtained by the command delivering orders within 30 days of receipt. NAVPERSCOM (PERS-4010D) must be notified by message of any members who fail to obligate.